

## **Chemical Safety and Hazard Investigation Board**

**Job Announcement Number:** CSB-09-DEU-002

**Series & Grade:** GS-1801-11/14

**Open Period:** Tuesday, March 17, 2009  
To Monday, April 27, 2009

**Duty Locations:** Washington, DC

### **Who May be Considered:**

Applications will be accepted from United States Citizens.

Applications will be accepted at the following levels:

GS-11: \$60,989 - \$79,280

GS-12: \$73,100 - \$95,026

GS-13: \$86,927 - \$113,007

GS-14: \$102,721 - \$133,543

### **Job Summary:**

If you are selected for this position, you will serve as a Chemical Incident Investigator working in multiple functional areas (e.g., industrial chemical and oil refinery safety/operations, chemical process safety practices, training and performance, procedures, human factors, mechanical integrity, root cause determination, chemical process engineering, equipment design, process instrumentation and distributive control systems, and safe operating limits, etc.) during the complete life cycle of an investigation under the direction of the Investigator-in-Charge.

### **Major Duties:**

Collects and records factual incident data. Interviews witnesses, collects physical evidence, and arranges for testing and/or examination of physical evidence, machinery and/or equipment. Analyzes evidence gathered. Reconstructs incident dynamics and sequence of events (e.g., the events before, during, and after the incident) by applying the principles of logic, root cause analysis, statistics, and other field related data to interactions of humans, materials and machines, and the environment. Writes outlines, factual and analytical reports and prepares exhibits, tables, charts, graphs, etc., ensuring applicable safety issues are identified and addressed. Conducts safety studies relating to investigation issues. Monitors and analyzes new developments, and trends affecting industrial chemical and oil refinery process safety. Researches, reviews, analyzes and

studies regulations issued by the Environmental Protection Agency (EPA), the Occupational Safety and Health Administration (OSHA), and other federal and state agencies. Conducts safety advocacy activities, representing the Board at meetings with public and private organizations. Performs other duties as assigned.

### **Qualifications:**

To ensure the opportunity for consideration, your application must clearly demonstrate that you fully meet the specialized experience requirement, as described below, to qualify at the level for which you are applying.

To qualify at the **GS-11** level, one year of creditable specialized experience equivalent to the GS-09 level is required.

“Specialized experience equivalent to the GS-09 level” is defined as experience which demonstrates knowledge of the concepts of chemical process safety management in the investigation of chemical and/or oil refinery process incidents. Experience is required in applying technical analysis in chemical process operations in chemical and/or oil refinery production facilities. Work covers multiple functional areas which include familiarity with analyzing chemical process safety practices, training and performance, procedures, human factors, mechanical integrity, root cause determination, chemical process engineering, equipment design, process instrumentation and distributive control systems, and safe operating limits. This work requires knowledge of Federal laws, regulations, codes and standards as they apply to chemical process safety and investigations. Demonstrated writing experience on issues related to chemical safety, process safety management or chemical incident investigation is also required.

### **OR**

For the GS-11 level only, a Ph.D. or equivalent doctoral degree, or three full years of progressively higher level graduate education leading to such a degree, may be substituted for all or part of the one year of specialized experience, if the degree/education demonstrate the knowledge, skills, and abilities necessary to do the work of this position.

To qualify at the **GS-12** level, one year of creditable specialized experience equivalent to the GS-11 level is required.

“Specialized experience equivalent to the GS-11 level” is defined as experience which demonstrates both knowledge of and experience in applying the concepts of chemical process safety management in the investigation of chemical and/or oil refinery process incidents. This includes a range of chemical investigative principles, practices, techniques, and methods sufficient to participate in the on-scene fact-finding phase of a chemical process investigation and all related activities in order to develop all pertinent facts, conditions, and circumstances surrounding the incident. Experience is required in applying technical analysis in chemical process operations in chemical and/or oil refinery

production facilities. Work covers multiple functional areas which include experience in analyzing chemical process safety practices, training and performance, procedures, human factors, mechanical integrity, root cause determination, chemical process engineering, equipment design, process instrumentation and distributive control systems, and safe operating limits. This work requires knowledge of Federal laws, regulations, codes and standards as they apply to chemical process safety and investigations. Demonstrated writing experience on issues related to chemical safety, process safety management or chemical incident investigation is also required.

There is no education substitution to qualify at the GS-12 level.

To qualify at the **GS-13** level, one year of creditable specialized experience equivalent to the GS-12 level is required.

“Specialized experience equivalent to the GS-12 level” is defined as experience which demonstrates an advanced level of knowledge of, and significant skill in applying the concepts of chemical process safety management in the investigation of more complex chemical and/or oil refinery process incidents. This includes a wide range of chemical investigative principles, practices, techniques, and methods sufficient to participate, with only general supervision, in the on-scene fact-finding phase of a chemical process investigation and all related activities in order to develop all pertinent facts, conditions, and circumstances surrounding the incident. Experience is required in applying technical analysis in chemical process operations in chemical and/or oil refinery production facilities. Work covers multiple functional areas which include experience in analyzing chemical process safety practices, training and performance, procedures, human factors, mechanical integrity, root cause determination, chemical process engineering, equipment design, process instrumentation and distributive control systems, and safe operating limits. This work requires both knowledge and experience in the application of Federal laws, regulations, codes and standards as they apply to chemical process safety and investigations. Demonstrated writing experience on issues related to chemical safety, process safety management or chemical incident investigation is also required.

There is no education substitution to qualify at the GS-13 level.

To qualify at the **GS-14** level, one year of creditable specialized experience equivalent to the GS-13 level is required.

“Specialized experience equivalent to the GS-13 level” is defined as experience which demonstrates advanced knowledge and mastery of, and significant skill in applying, the concepts of chemical process safety management in the investigation of complex chemical process incidents. This includes a wide range of chemical investigative principles, practices, techniques, and methods sufficient to design, plan and direct/manage the on-scene fact-finding phase of a chemical process investigation and all related activities in order to develop all pertinent facts, conditions, and circumstances surrounding the incident. Extensive experience is required in applying technical analysis in chemical process operations in chemical and/or oil refinery production facilities. Work covers multiple functional areas which include knowledge of and skill in analyzing

chemical process safety practices, training and performance, procedures, human factors, mechanical integrity, root cause determination, chemical process engineering, equipment design, process instrumentation and distributive control systems, and safe operating limits. This work requires substantial knowledge of and significant skill in the application of Federal laws, regulations, codes and standards as they apply to chemical process safety and investigations. Demonstrated writing experience on issues related to chemical safety, process safety management or chemical incident investigation is also required.

There is no education substitution to qualify at the GS-14 level.

These qualification requirements are based upon the Office of Personnel Management (OPM) Operating Manual "Qualification Standards for General Schedule Positions" which is available in Federal Human Resources offices for review. More information regarding OPM qualification requirements can be found at <http://www.opm.gov>

### **Knowledge, Skills, and Abilities (KSA's) Required:**

Applicants who meet the basic eligibility and qualification requirements for this position will be rated and ranked relative to the following knowledge, skills and abilities (KSA's) required in this position.

**Applicants must submit a narrative statement containing specific responses and examples for each of these KSA's. In preparing the statement consider what in your background indicates you possess each KSA. Provide clear, concise examples for each KSA. Describe your experience relative to the position for which you are applying and the KSA's. Provide examples which show the depth of knowledge, level of skill, or degree of ability you possess. The narrative statement must address each KSA individually, with a separately numbered discussion for each KSA. (Please limit the response to each KSA to 2 pages) Submission of the narrative statement, in this form, is mandatory.**

### **Applying for the GS-11/12:**

1. Knowledge of the principles, concepts, theories, and practices of industrial chemical process incident investigation and ability to apply such knowledge to conduct incident investigations at chemical and/or oil refinery facilities, including the following activities: site preservation, evidence and data collection, and witness interviewing.
2. Ability to apply technical analysis to: chemical process operations in the private sector; process safety management; chemical safety programs; technical articles and studies; and federal, state, and local laws, regulations, and consensus standards related to chemical process safety for the purpose of evaluating the findings of chemical accident investigations.

3. Ability to collect, record, analyze, and evaluate chemical and/or oil refinery incident data to determine root and contributing causes of an incident.
4. Ability to synthesize information and research to write major reports, prepare and deliver formal oral presentations, and complete major projects on the findings of chemical process incident investigations.
5. Ability to operate effectively in teams by encouraging cooperation, trust, and consensus building; resolving conflicts; and collaborating with others using team problem solving methodologies and tools.

#### **Applying for the GS-13/14:**

1. Advanced knowledge and mastery of the principles, concepts, theories, and practices of industrial chemical process incident investigation and advanced ability to apply such knowledge to conduct complex incident investigations at chemical and/or oil refinery facilities, including the following activities: site preservation, evidence and data collection, and witness interviewing.
2. Advanced knowledge of and ability to apply technical analysis to: chemical process operations in the private sector; process safety management; chemical safety programs; technical articles and studies; and federal, state, and local laws, regulations, and consensus standards related to chemical process safety for the purpose of evaluating the findings of chemical accident investigations.
3. Ability to collect, record, analyze, and evaluate chemical and/or oil refinery incident data to determine root and contributing causes of an incident.
4. Ability to synthesize large volumes of information and research to write major reports, prepare and deliver formal oral presentations, and complete major projects on the findings of chemical incident investigations.
5. Ability to operate effectively in teams by encouraging cooperation, trust, and consensus building; resolving conflicts; and collaborating with others using team problem solving methodologies and tools.
6. Ability to lead and manage complex chemical process incident investigations, including negotiating with diverse parties to facilitate the investigation.

#### **PHYSICAL REQUIREMENTS:**

Individuals conditionally selected for this position must pass a pre-appointment physical examination. In addition, they must meet certain physical requirements for the position as required by CSB. Performance of the duties of this position requires the ability to wear and operate a range of personal protective equipment, including respirators. This

position also requires the ability to engage in moderate to strenuous levels of physical exertion involving walking and standing, climbing ladders, working in and moving through confined spaces and working at high elevations for the purpose of documenting and gathering evidence. The ability to maintain these levels and types of physical exertion for extended periods of time in range of weather conditions and while wearing personal protective equipment is required. Manual dexterity with range of motion of finger, wrist, elbows, shoulder, hip and knee joints sufficient to allow successful performance of the essential functions of the position is also required. Arms, hands, legs and feet must be sufficiently functional to allow satisfactory performance of these essential functions of the position. Vision and hearing must be sufficiently acute to allow satisfactory performance of the essential functions of the position. Any physical condition that would cause the individual to pose a significant risk of substantial harm to himself/herself or others is disqualifying.

### **How You Will Be Evaluated:**

#### **Basis of Rating:**

The information contained in your application will be reviewed to determine the degree to which you meet the basic qualification requirements, and possess the knowledge, skills, and abilities (KSA's) that are essential for successful job performance. Credit may be given for paid experience or volunteer work such as community, cultural, social service and professional association activities, education, training, awards, hobbies, or any other job related activities.

Qualified candidates will be rated on a scale of 70-100, plus veterans' preference points if applicable.

#### **Benefits:**

CSB offers competitive salaries which include locality rates and annual pay adjustments, and excellent benefits including life insurance, a wide variety of health insurance plans, a retirement plan, a thrift savings plan (similar to a 401(k) which includes employer-matched contributions, annual vacation and sick leave, and training opportunities. The CSB supports a family friendly workplace by offering flexible work schedules, employee assistance programs, child and elder care information, telecommuting, and other programs.

These position will be filled as full-time.

#### **Other Information:**

If selection is made at a level below the full performance level, promotion up to the full performance level may be made without further competition. However, promotion (s) will depend on the performance of the incumbent and are not guaranteed.

This vacancy announcement may be used to fill similar position within 90 days.

The Hatch Act Reform Amendments of 1993 (Public Law 103-94) prohibit individuals from requesting, making, transmitting, accepting, or considering political recommendations (as defined in 5 U.S.C. 2202) in effecting personnel actions.

Chemical Safety Board (CSB) Career Transition Assistance Plan (CTAP) procedures apply in filling this vacancy. 5 CFR 330, Career Transition Assistance for Surplus and Displaced Federal Employees requires the following order of selection for this position: a) At agency option, personnel actions listed in 5 CFR 330.606(d); b) The selection of an employee from within a agency and the same Local Commuting Area (LCA) after eligible Special Selection Priority (SSP) applicants from within that agency and LCA have been given selection priority; c) Any well-qualified SSP candidate who applies within the LCA (surplus and displaced employees will be given equal consideration); d) At agency option, personnel actions not subject to Reemployment priority List (RPL); e) Qualified RPL candidates in the LCA; f) At the agency discretion, any former displaced well-qualified RPL candidate who applies from outside the LCA; g) Well-qualified Interagency Career Transition Assistance Program (ICTAP) applicants in the LCA; h) Other outside applicants (other agencies, non-status, etc.)

CTAP or ICTAP applicants must be determined to be well-qualified for this position in order to receive special selection priority. To be well-qualified, a CTAP or ICTAP applicant must meet the following: OPM qualification requirements for the position, all selective factors, where applicable; special OPM approved qualifying conditions for the position; is physically qualified with reasonable accommodations, where appropriate, to satisfactorily perform the duties of the position upon entry; and receives a rating of at least "good" (3) on all KSA's listed in this announcement.

#### **Selective Service:**

If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law. See [www.sss.gov](http://www.sss.gov) for more information.

#### **Veterans' Preference:**

If you are entitled to veterans' preference, you should indicate the type of veterans' preference you are claiming on your resume or other submitted application. Your veterans' preference entitlement will be verified by the employing agency. See [www.opm.gov/veterans/html/vetguide.asp](http://www.opm.gov/veterans/html/vetguide.asp) and [www.usajobs.opm.gov/EI3.asp](http://www.usajobs.opm.gov/EI3.asp) for additional information.

DD-214 and/or SF-15: Applicants claiming 5-point veterans' preference MUST submit the appropriate DD-214. Applicants claiming 10 point veterans' preference must submit an SF-15 (Application for 10-Point Veterans' Preference) along with the required proof. SF-15 is [www.opm.gov/form/html/sf.asp](http://www.opm.gov/form/html/sf.asp)

**Conditions of Employment:**

This position requires approximately 1-5 nights of travel per month.

Individuals appointed to this position will be subject to a one-year probationary period, unless they have prior federal service that counts toward completion of probation.

Individuals selected for this position must submit to a background investigation and receive favorable adjudication of suitability as a condition of being appointed to the position. At the discretion of the CSB, appointment may occur prior to completion of a background investigation and a favorable adjudication of suitability. However, if the background investigation and a favorable adjudication of suitability are not completed prior to employment, continued employment at the CSB will be contingent upon the completion of the required investigation and a favorable adjudication of suitability.

If selected, you must arrange for direct deposit of your pay to a financial institution in accordance with the Debt Collection Improvement Act of 1996.

If selected you will be required to submit an OF-306., Declaration for Federal Employment, prior to entrance on duty.

Travel, transportation, and relocation expenses for his position may be paid by the Chemical Safety Board.

**How to Apply:**

ALL APPLICATION DOCUMENTS SUBMITTED MUST BE: 1) RECEIVED IN THE HUMAN RESOURCES OFFICE NO LATER THAN CLOSE OF BUSINESS ON THE CLOSING DATE; OR 2) POSTMARKED NO LATER THAN THE CLOSING DATE OF THE ANNOUNCEMENT AND RECEIVED IN THE HUMAN RESOURCES OFFICE NO LATER THAN 5 WORKING DAYS AFTER THE CLOSING DATE OF THE ANNOUNCEMENT. REQUESTS FOR EXTENSIONS WILL NOT BE ACCEPTED.

**Application/Resume:** You must submit a resume, OF-612, Optional Application for Federal Employment, or any other written application form. The OF-612 is available in Federal Human Resource offices or on the OPM website at [www.opm.gov/forms](http://www.opm.gov/forms). If your application or resume does not provide all of the information and forms requested, you may lose consideration for the position.

1. Vacancy Announcement number and position title and grade(s) applied for;
2. Full name; social security number; mailing address; day and evening telephone numbers; country of citizenship;
3. Veterans' preference claimed;



4. High School name, city, state; college or university name(s) city and state; majors and type of year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours);
5. Current and previous job titles; duties salary; employers' names and addresses; starting and ending dates (month, day and year); hours worked per week; supervisors' names and phone numbers and whether or not we may contact current supervisor; job related training courses completed; certificates, licenses, honors and awards received; and any other special job related accomplishments completed, and
6. If applicable, reinstatement eligibility and highest permanent Federal civilian grade held.

**In Addition:**

**Transcript(s):** Applicants substituting education for experience, or if the position has an education requirement, **MUST** furnish a copy of college transcript(s) for work completed.

Mail your application so it will be postmarked by closing date and received within five (5) working days. If hand-carried, faxed or emailed, be sure your application is received by the closing date.

If you are a current or former federal employees with reinstatement eligibility, you must submit a copy of your last Notification of Personnel Action (SF-50) showing your position, title, series, grade and eligibility.

**Applicants must submit a narrative statement containing specific responses and examples for each of the KSA's. In preparing the statement consider what in your background indicates you possess each KSA. Provide clear, concise examples for each KSA. Describe your experience relative to the position for which you are applying and the KSA's. Provide examples which show the depth of knowledge, level of skill, or degree of ability you possess. The narrative statement must address each KSA individually, with a separately numbered discussion for each KSA. (Please limit the response to each KSA to 2 pages) Submission of the narrative statement, in this form, is mandatory.**

**Contact Information:**

Cheryl Bolder  
Phone: 202-208-5356  
Fax: 202-513-7648  
Email: [cbolder@nbc.gov](mailto:cbolder@nbc.gov)

Or Write:

National Business Center – HR Cross Services

1849 C Street, NW Room 1443  
Washington, DC 20240

**What to Expect Next:**

Once your completed application is received we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. You will be notified of the outcome.

**EEO Policy Statement:**

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

**Reasonable Accommodation Policy Statement**

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.